

**BY ORDER OF THE
BASE COMMANDER GRAND FORKS
AFB (AMC)**



**GRAND FORKS AIR FORCE
INSTRUCTION**

24-301

1 NOVEMBER 2016

Transportation

**OFFICIAL USE OF GOVERNMENT
MOTOR VEHICLE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 319 LRS/LGRDDO

Certified by: 319 LRS/CC
(Major Lewis Benton III)

Pages: 6

This instruction implements and extends the guidance of AFI 24-301, *Vehicle Operations*. This document addresses the authorized and unauthorized uses of government motor vehicles (GMVs) and establishes the installation's vehicle misuse program. It applies to all USAF personnel assigned to Grand Forks AFB to include tenant and temporary duty (TDY) units that utilize USAF GMVs. The law provides penalties for the willful use or authorization of any government-owned, government-leased or government-rented motor vehicle for other than official purposes. Civilian employees who misuse GMVs will have action taken in accordance with the Civilian Personnel Manual. Penalties for military personnel are prescribed in the Uniform Code of Military Justice. Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW with the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcssaf61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

1. Responsibilities. The primary purpose of this instruction is to implement official use of government motor vehicles for the installation.

2. Policies.

2.1. **Permissible Operating Range (POR).** The POR is the distance from the installation that UDI and owning unit GMVs travel before competing with commercial carriers conducting scheduled transportation (Ref. DoD Directive 4500.9).

2.2. The POR for GFAFB is approved to encompass a 75 mile radius around the base to include travel to Fargo, Devils Lake, M i n o t A FB, and Pembina in North Dakota. The POR will also encompass travel to Moorhead and Fosston Minnesota. Government vehicle operators will utilize major highways to the maximum extent possible. Operators will use secondary roads only when absolutely necessary.

2.3. Vehicle Operations Control Center will forward all requests that exceed the POR to the NCOIC of Vehicle Operations for approval. Approval authority to exceed the POR has been delegated by the Logistics Readiness Squadron Commander to the Vehicle Operations Element NCOIC. Approval must be normally obtained 48 hours prior to departure.

3. Official Use of GMVs. GMVs are closely controlled because of their easy accessibility, high visibility and potential for misuse. DoDM 4500.36 implements federal law (e.g., 31 U.S.C. §1344 *Passenger Carrier Use* and 40 U.S.C. §§601-611, *Motor Vehicle Pools and Transportation Systems*) and prescribes the limited use of GMVs to official governmental purposes. Unauthorized use of GMVs results in unnecessary expenditure of funds and creates public criticism. Commanders, vehicle operators and the base populace must be familiar with vehicle use restrictions and what constitutes official use.

4. Terminal Transportation. Use of GMVs for terminal transportation must be the most cost effective and efficient service IAW AFI24-301 Para 3.8.3 and without deterring the primary mission

4.1. Use of GMVs for Terminal transportation is authorized at Grand Forks AFB. It is the most efficient and cost effective means for transportation to and from Grand Forks International Airport. The following guidelines apply:

4.1.1. All terminal transportation requests submitted to VOCC must be given a minimum of 24 hours' notice prior to the required pickup time.

4.1.2. VOCC will use the most cost effective vehicle types and combine requests as needed to be cost effective.

4.1.3. If no operator or no vehicles are available the requester will use other means of transportation.

4.1.4. Terminal transportation will only be provided for official use. PCS is not considered official use and will not be supported. VOCC will make determinations for official use.

5. Vehicle Misuse Investigation. All personnel have a responsibility to report fraud, waste, and abuse which encompasses GMV misuse. The report can be taken anonymously or you can leave your name and number in case additional questions arise. Forward information listed at

paragraph 3.3.1. below to the Operators Records and Licensing (OR&L) office at 747-3971. 319 LRS/OR&L will initiate their investigation within one (1) duty-day of notification.

5.1. Information required to initiate misuse case:

5.1.1. Date/time.

5.1.2. Specific location (BX parking lot, Dormitory, Post Office, etc...).

5.1.3. Vehicle registration (plate number).

5.1.4. Name and rank of all vehicle occupants if possible.

5.1.5. Action of vehicle occupants if known (buying lunch, dropping off personnel, etc...).

5.2. Common GFAFB misuses:

5.2.1. Private Organization use (i.e.; Booster Clubs, Top 3, Network 5/6, sq fundraisers).

5.2.2. Unit events (i.e.; Holiday Parties, Physical Fitness, Hail/Farewell, Luncheons, etc...).

5.2.3. Procuring DeCA/AAFES items for unit snack bar sales.

5.2.4. Unit commanders shall: Provide evidence to refute the LRS commander's finding or acknowledge the validity of the case with actions that will be taken to prevent further infractions within 15 calendar-days of receipt.

5.2.5. Vehicle Control Officer/NCO (VCO/VCNCO) shall: Take appropriate measures to educate assigned personnel on official use of GMVs to include misuse policies and prevention. Unauthorized or willful misuse of GMVs by military and civilian personnel may be cause for disciplinary action. Refer to AFI 24-301 for further clarification on misuse of GMVs.

6. Temporary Duty. The following local policies, concerning TDY personnel have been implemented to minimize GMV misuse, better ensure efficient support and help expedite misuse investigations.

6.1. The TDY status of an individual does not necessarily justify the use of a U-Drive-It (UDI) vehicle. Justification will always be predicated on need, distance involved and other mission-related conditions.

6.2. When adequate DOD or commercial bus system is available, the use of any individual motor vehicle or commercial rental car is prohibited. When authorized a GMV may be operated:

6.3. Between places where the member's presence is required for official business, or between such places and temporary lodging.

6.4. Between places of business or lodging and eating establishments, drugstores, barber shops, places of worship, laundry cleaning establishments, and similar places required for sustenance of the member.

6.5. If used off base, restrict the use of these vehicles to reputable eating establishments in reasonable proximity to the installation. Reasonable proximity is Grand Forks ND. Reputable is defined as an establishment whose primary purpose is food service and not providing

alcohol (establishments with “Bar” in the name will be avoided). GMVs will not be taken to adult oriented establishments.

6.6. Between places of business or lodging and installation bowling centers, officer and enlisted clubs, gymnasiums or any on-base NAF activity (e.g., golf courses, rod & gun clubs) facilities required for the comfort or health of the member. Use of motor vehicles for transportation to or from off-base entertainment or recreational facilities is prohibited.

6.7. TDY Personnel are allowed to use a GMV to and from on-base NAF locations for the comfort and health of the member. However, this does not include using a GMV for transport to non-NAF recreation activities such as sightseeing, fishing, hunting, skiing, hiking, driving, snorkeling or similar activities of a personal nature regardless of the proximity to the installation.

7. Permanent Party. Use of GMVs for personnel assigned to GFAFB will be for official use only and limited to mission accomplishment.

7.1. Examples of unauthorized use of GMVs for permanently assigned personnel are:

7.1.1. Personal business or pleasure to include on-base eating establishments.

7.1.2. Transportation between domicile and duty to include dormitories, military housing, temporary lodging facilities and off-base private residences.

7.1.3. GMVs will not be used to transport member's pets, Furnishings Management Office procured furniture or used in conjunction with permissive TDY house hunting.

7.1.4. Parking GMVs or picking up passengers in a GMV at a non-duty location to enable partial home to work transportation.

7.1.5. Open alcohol containers will not be allowed inside a GMV. Vehicle Operators will notify the on-duty dispatcher when any individual is creating a safety concern in connection with the operation of the vehicle. Dispatch will contact security forces or local law enforcement personnel to request assistance in removing personnel causing a disturbance.

7.1.6. GMV support will not be provided to activities or agencies such as Airmen Against Drunk Drivers and other “Drunk Bus” proposals. These types of activities are self-supporting and/or a personal responsibility of individuals which does not warrant appropriated funded GMV support.

7.1.7. No policy can cover every possible situation that could arise. When official use of a GMV is in doubt, contact 319 LRS/VOCC, 747-3971 for clarification.

8. Event Participation. The use of GMVs may be authorized for military and civilian personnel officially participating in public ceremonies, military field demonstrations, and parades directly related to official activities. “Official participation” is defined as activities similar to and including: Presiding Officer, Host, Chaplain, Master of Ceremonies, Guest Speaker, and Proffer. Attendance does not constitute “officially participating” even if the public ceremony has been established as an alternate duty location. Formal Air Force Ceremonies: The use of GMVs for general military and civilian invitee participation and attendance at official AF ceremonies (limited to changes of command, promotions, graduations, retirements, unit activation, and inactivation) held on an AF installation and not open to the public may be

authorized by the installation commander. Support for personnel who have no official role in the event (i.e., general invitees) will be within the confines of the installation and be limited to those situations where circumstances require shuttle transportation from general parking location, maximizing centralized parking. Support will be in compliance with the priorities identified earlier in this chapter and may not conflict with mission requirements.

8.1. After hours functions: All transportation to official after-hours functions will begin and end at the individuals normal place of duty, not at a residence.

8.2. Appointed Commanders (not including Wing Commanders) will use their assigned or U-Drive-it GMV for official travel off-installation. Use of dedicated Vehicle Operations personnel for permanent party members based on personal convenience and prestige is not authorized. Intentional actions to increase the size of the GMV to accommodate space-A travelers, i.e. spouses, dependents, etc. is strictly prohibited.

9. Mission Specific Authorizations. The installation commander may approve use of GMVs by emergency response forces (first-responders) for travel to on-base eating establishments and base gymnasium when on alert status. This approval may include the use of Military Dining Facilities and NAF/AAFES/DECA operated eating establishments to include commissary and shoppette. The intent is to afford personnel to remain on duty and maintain the ability for immediate response while securing meals for health and sustenance. Do not grant any of the above authorities for the personal convenience of members. Leadership within units authorized to travel to on-base eating establishment must ensure personnel do not abuse or cause negative public perception by frequenting establishments for reasons other than obtaining meals. **(T-1)**. Personnel are prohibited from using GMVs for travel to and from their private quarters under this provision.

9.1. The following forces are authorized to travel to and from the shoppette, commissary, dining facility, golf course, bowling center, JR Rockers, and Exchange food court (excluding drive thru) while on duty for emergency response: Security Forces(SFS), Fire Fighters(CEF), and Ambulance Services (MDOS/SCOP).

RODNEY D. LEWIS, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 24-301, *Vehicle Operations*, 5 May 2016

AFMAN 33-363, *Management of Records*, 1 March 2008

DoD Directive 4500.9E, *Transportation and Traffic Management*, 11 September 2007

DoD Directive 4500.36R, *Management, Acquisition, and Use of Motor Vehicles*, 3 August 2004

Prescribed and Adopted Forms***Prescribed Forms***

There are no forms prescribed by this publication.

Adopted Forms

AF IMT 847, *Recommendation for Change of Publication*, 22 Sep 2009.

Abbreviations and Acronyms

AAFES—Army Air Force Exchange Service

ARW—Air Refueling Wing

DeCA—Defense Commissary Agency

DV—Distinguished Visitor

GMV—Government Motor Vehicle

IG—Inspector General

LRS—Logistics Readiness Squadron

OR&L—Operators Records and Licensing

POR—Permissible Operating Range

UDI—U-Drive-It

TDY—Temporary Duty

VCO—Vehicle Control Officer

VCNCO—Vehicle Control Noncommissioned Officer

VOCC—Vehicle Operations Control Center

Terms

Accountable Forms—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel, since their misuse could jeopardize DOD security or result in fraudulent financial gain or claims against the government.